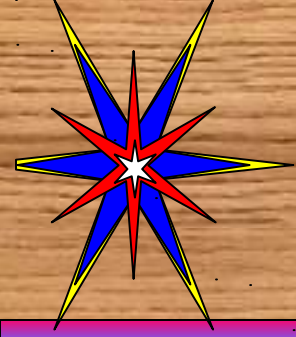


Introduction to Training Enabling Learning Objectives

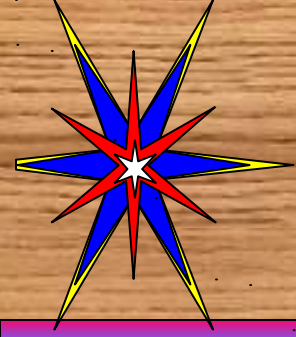
Select from a list the required number of hours of drug and/or alcohol training that must be provided to each Soldier annually



Introduction to Training

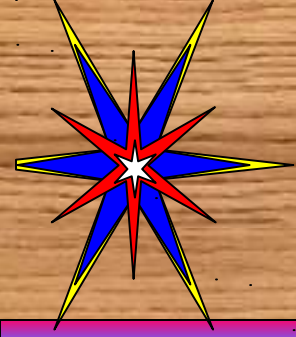
▮ Requirements:

- ▮ Ensure that the Soldiers in your unit receive four (4) hours of drug and/or alcohol awareness training annually.
- ▮ Document training and provide a copy of the sign-in roster, class title, and length of class to the ASAP Prevention Coordinator.
- ▮ Assist the commander in briefing new Soldiers on the Unit Substance Abuse Program. (Newcomers Briefings)



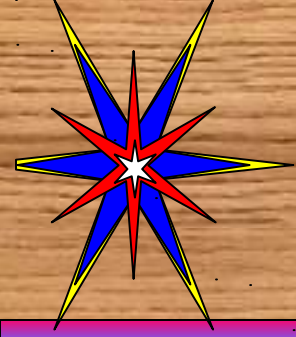
Introduction to Training

- ▣ **Where do you get Training Materials?**
 - ▣ **This CD contains numerous PowerPoint presentations with scripted lesson plans to assist you in meeting your four hour requirement.**
 - ▣ **This CD also contains a standardized newcomers briefing that can be modified to your installation specific issues.**
 - ▣ **Your installation Prevention Coordinator will gladly help you with additional presentations, videos, guest speakers, and if available teach a class for you.**



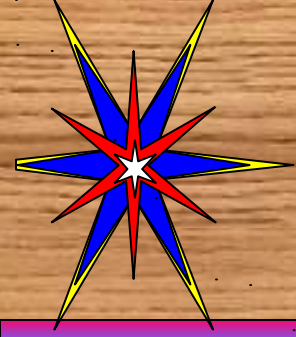
Introduction to Training

- ▢ **To locate and use the lesson plans and slide presentations:**
 - ▢ **Double click on the “My Computer” icon from your desk top or click on “My Computer” from your start menu.**
 - ▢ **Locate the CD ROM drive with the “UPL CTP 2.2” title next to it. Double click on the icon.**
 - ▢ **Double click on the “UPL LPs and Presentations” folder**
 - ▢ **Select a lesson plan, open it, and the print it.**
 - ▢ **Review the slide presentation with the same name to prepare for your presentation**
- ▢ **The presentations and LPs can also be located from the Resource Center.**



Introduction to Training

- ▣ **Where do you get Training Materials? (cont)**
 - ▣ **You can also take the information that you have been trained on to assist in creating your own classes; such as:**
 - ▣ **How to be a good observer - good NCOPD class**
 - ▣ **Self referral - how does it work**
 - ▣ **Laboratory procedures - use the lab video provided on this CD**
 - ▣ **Guest instructors such as the SJA on the Limited Use Policy or CID on local drug threats**



Introduction to Training

- ▮ **Soldiers, especially new Soldiers have little to no knowledge on the ASAP and its functions.**
- ▮ **Your job is to educate Soldiers, so if one needs help, then he or she will know what to do and where to go.**
- ▮ **Use the resources available to you and be as creative as you can in your training.**